



MINOR SUBDIVISION SUBMITTAL CHECKLIST

Subdivisions which meet all of the following criteria do not need a sketch plan or preliminary plat to be submitted:

1. The subdivision results in no more than three (3) tracts or lots or interests.
2. All lots or tracts are adjacent to a dedicated, accepted and constructed public street.
3. All improvements required by these regulations other than fire hydrants, piped ditches, curb, gutter, sidewalk, and adjacent street improvements are already in existence and available to serve each lot, or have been secured. Curb, gutter and sidewalk, as required by 16.04.070(D) and piped ditches as required by 16.04.070 (H) must either be installed or security provided. Fire hydrants must be installed.
4. Each lot will meet requirements of the City zoning regulations without the necessity for any variance and no variance has been granted within the three (3) previous years.
5. No part of the subdivision has been approved as part of a minor subdivision or lot split within three (3) years prior to the date of submission of the minor subdivision plat.
6. The subdivision must comply with the design standards of Section 16.04.070.

Submittal Requirements:

- Completed application
- (5) copies of the minor subdivision plat *bound and folded*
- Digital copy of the plat in pdf format (can be e-mailed)
- Copy of the recorded deed and any contractual agreements
- Filing fee (\$250)
- Parks fee (\$1203 per lot/unit)
- Fire Hydrant fee (\$3500 if City to install)
- Sewer/water tap application & fees
- Address application

Plats need to meet the requirements for final plat as defined in the subdivision regulations 16.04.050(E)(4), except that the Engineer's Certificate may be deleted.

No final plat shall be recorded by the City until:

- All of the required improvements have been installed, inspected, and approved or secured.
- Two reproducible mylars of the plat in final form fully executed by all required parties except the City and a copy in digital format acceptable to the City have been submitted.
- Payment to the City of all reimbursable expenses has been received.

*Final plat approval shall expire if the requirements (1-3) above are not met within 90 days of plat approval.

**This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing subdivision submittals.